

Message Text

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AMEMBASSY CANBERRA IMMEDIATE

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E.O. 11652: N/A

TAGS:OVIP (ROBINSON, CHARLES W.)

SUBJECT:DEPUTY SECRETARY'S VISIT - FUNDING

THE FOLLOWING INSTRUCTIONS CONCERN THE AUTHORIZATION, FUNDING AND VOUCHERING FOR EXPENDITURES MADE IN ANTICIPATION OF AND IN CONNECTION WITH THE DEPUTY SECRETARY'S VISIT. THE BUDGET AND FISCAL OFFICER OR OTHER ACCOUNTABLE AMERICAN EMPLOYEE AT POST IS ASKED TO EXERCISE CLOSE PERSONAL SUPERVISION AND CONTROL TO INSURE THAT CHARGES ARE PROPERLY DOCUMENTED AND REPORTED CORRECTLY.

1. FOR CANBERRA ONLY: APPROPRIATION 1961125, ALLOTMENT 1021 OBLIGATION 655308; OBJECT 2319: THE FOLLOWING EXPENSES INCURRED FOR THE DEPUTY SECRETARY, HUMMEL, SELDEN, WAJDA, TICE, NICHOLS, BRODY AND SOLTIS, SHOULD BE CHARGED TO THIS ALLOTMENT:
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A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT

EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY AND SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE FOR SETTling WITH THE HOTEL BEFORE DEPARTURE.

B. COST OF HOTEL ROOMS USED FOR OFFICES: INSTRUCT HOTEL MANAGEMENT NOT REPEAT NOT TO ACCEPT ANY FOOD OR BEVERAGE CHARGES TO THESE ROOMS.

C. CANBERRA CONFERENCE REPRESENTATION EXPENSES, NOT TO EXCEED \$300, AUTHORIZED. CHARGE TO 1961125.1; 1021; 655309; 2582.

D. VOUCHERING INSTRUCTIONS; COPIES OF ALL PAYMENT VOUCHERS TOGETHER WITH COPIES OF ALL PAID BILLS SHOULD BE FORWARDED TO IO/OIC, ROOM 1517, ATTN: BUDGET OFFICER.

2. FOR AUCKLAND, WELLINGTON AND SYDNEY: APPROPRIATION 1960113; ALLOTMENT 1001; OBLIGATION 602471; OBJECT 2589: THE FOLLOWING EXPENSES INCURRED FOR THE DEPUTY SECRETARY, TICE, NICHOLS, BRODY AND SOLTIS, SHOULD BE CHARGED TO TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY AND SIMILAR PERSONAL SERVICE CHARGES.

B. COST OF ALL HOTEL ROOMS USED FOR OFFICES, CONTROL ROOMS, PRESS ROOM, ETC. INSTRUCT HOTEL MANAGEMENT NOT REPEAT NOT TO ACCEPT ANY FOOD OR BEVERAGE CHARGES TO THESE ROOMS.

C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT VOUCHERS TOGETHER WITH COPIES OF ALL PAID BILLS SHOULD BE FORWARDED TO S/S-EX, ROOM 7517, ATTN: BUDGET OFFICER.

3. OTHER EXPENSES:

A. ALL EXPENSES INCURRED FOR: (I) AMERICAN AND FSL OVERTIME; (II) VEHICLE RENTALS; (III) EQUIPMENT RENTALS; (IV) ALL TELEPHONE INSTALLATION AND SERVICE CHARGES; (V) PRINTING; (VI) SUPPLIES; AND (VII) REPRESENTATION FUNCTIONS HOSTED BY EMBASSY OFFICERS IN HONOR OF THE DEPUTY SECRETARY AND PARTY ARE ALL CHARGEABLE TO THE POST'S ALLOTMENTS.

B. POST SHOULD COORDINATE WITH HOTEL ON BILLING PROCEDURES, INSURE ROOMS ONLY ARE OF OFFICIAL ACCOUNTS. LIMITED OFFICIAL USE

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PERSONAL CHARGES ARE RESPONSIBILITY OF OCCUPANT. EMPHASIZE SEPARATE BILLS.

4. WHEN BULK OF HOTEL AND OTHER BILLS RECEIVED FOLLOWING VISIT, NOTIFY BY SEPARATE PRIORITY CABLES IO/OIC AND S/S-EX OF AMOUNTS EXPECTED TO BE CHARGED AGAINST ALLOTMENTS SPECIFIED IN PARAS 1 AND 2. ROBINSON

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